



ZONING PERMIT APPLICATION

Town of West Hartford
Planning and Zoning Office – Room 214
50 South Main Street
West Hartford, CT 06107
Phone (860) 561-7555

Date: _____

Zoning Permit Fee: \$75.00

State Surcharge: \$60.00

Total Fee: \$135.00

Check one of the following:

☐ Fence* ☐ Sign* ☐ Site Work ☐ Shed* ☐ Deck* ☐ Other

FOR OFFICE USE ONLY:	Is this property located in a: Wetland Regulated Area	Y	N
	FEMA Flood Zone	Y	N
	Historic District	Y	N

Job Location:

Applicant:

Record Owner:

Name

Name

Address

Address

City

Zip

City

Zip

Telephone

Telephone

Email

Email

Describe the purpose of this permit below and attach any appropriate supporting doc or plans:

Applicant's Signature: _____

****Prior to signing please review the information on the reverse side***

If you wish to mail in this application, please do so to the address indicated above along with a check made out to the Town of West Hartford and any appropriate plans.

ACTION:

Approved ☐

Denied ☐

Date: _____

ZEO Signature: _____

Fences: This permit applies to any fence that is not intended for pool protection. Any fence that is intended for pool protection must be reviewed by the Building Department and receive a permit from that office.

To view fence regulations for fences other than for pool protection, please go to the Town of West Hartford website, www.westhartfordct.gov, Planning and Zoning Division and select “resources” on the side menu.

Fence permits must be accompanied with a surveyed plot plan of the property. If you are mailing in the permit application, please be sure to include the plot plan and indicate (in red ink) the proposed location of the fence on the property along with the fence height and fence type (vinyl, wood, etc.). Surveyed plot plans can be obtained at the Planning and Zoning Office or can be scanned and emailed to the applicant. The Planning and Zoning Division phone number is 860.561.7555.

Signs: This permit applies to the following signs: Signs where only the “face” is being replaced within an existing sign cabinet; banners or other temporary signs; or other permanent free standing signs where the installation of posts is not required. Any other sign installation must be reviewed by the Building Department and receive a permit from that office.

Sheds: This permit only applies to one-story, detached accessory structures used as tool and storage sheds, playhouses and other similar uses and where the floor area does not exceed 200 square feet. Any other shed or detached building must be reviewed by the Building Department and receive a permit from that office.

Shed permits must be accompanied with a surveyed plot plan of the property. If you are mailing in the permit application, please be sure to include the plot plan with a scaled drawing that indicates (in red ink) the size and location of the shed on the property.

Surveyed plot plans can be obtained at the Planning and Zoning Office or can be scanned and emailed to the applicant. The Planning and Zoning Division phone number is 860.561.7555.

Decks: This permit only applies to decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve an exit door. This permit may also apply to decks which are greater than 200 square feet but are not more than 8 inches above grade at any point, are not attached to a dwelling and do not serve an exit door. Any other deck must be reviewed by the Building Department and receive a permit from that office.